

27 October 1976

OFFICE OF PERSONNEL MEMORANDUM NO. 20-12-17

SUBJECT : Pre-employment Processing and Allowable Items
of Expense for Invitee Travel

RESCISSIONS: OPM 20-12-11, dtd 12 Mar 76
OPM 20-12-8, dtd 3 Oct 69

1. It is Agency policy to bring all applicants selected for employment consideration to Headquarters at Government expense for pre-employment processing and to reimburse them for certain legitimate expenses incurred during the visit.

2. The Staff Personnel Division will arrange invitee travel as follows:

a. For professional and technical applicants, a Professional Staffing Officer will review and approve the initiation of processing upon receipt of Form 1152, Request for Personnel Action, for appointments to staff status; or Form 3804, Request for Contract Employee Personnel Action. For clerical applicants, a Clerical Staffing Officer will arrange invitee travel upon determination that the applicant be placed in process.

b. The Processing Assistant will prepare and transmit the appropriate forms to the Office of Security and Office of Medical Services. Upon receipt of invitee approvals from both Offices, SPD will make arrangements for the applicant's visit to Washington.

c. The Processing Assistant will prepare a schedule of appointments which will be sent to the applicant with specific reporting instructions and complete reimbursement information. The polygraph interview will only be scheduled after all medical appointments have been successfully completed.

ADMINISTRATIVE - INTERNAL USE ONLY

3. Candidates for employment are entitled to reimbursement for transportation and subsistence expenses (i.e., actual expense basis not to exceed the established CONUS per diem rate). The following guidelines for allowable expenses will cover most situations:

a. Economy jet air, common carrier, or established Agency rate for POV mileage not to exceed economy jet air fare. First class air fare will be paid only if the traveler certifies that no other accommodations were available.

b. Food, lodging, baggage transfer and tips up to the established CONUS per diem rate per day.

c. Limousine or taxi to and from airports not to exceed \$10.00 per trip except for trips from Dulles Airport to Headquarters Building, which will be reimbursed at cost. A 15% tip on taxi fares is authorized.


d. Taxi fares (plus 15% tip) from hotels and motels in the Metropolitan Washington and Arlington areas to Rosslyn Agency buildings and return. The shuttle bus should normally be used for trips between Rosslyn and Headquarters.

4. Car rentals may be authorized for applicants on invitee travel to the Washington area who are being considered for senior positions (GS-15 or above) subject to the limitations in a and b below which are the same as those imposed on senior Agency personnel when they are on TDY in Washington. Invitee travel orders providing for car rental must identify the position and grade for which the applicant is being considered.

a. The vehicle will be a standard Ford, Chevrolet, or Plymouth class vehicle or smaller.

b. The Agency will pay the rental fee and insurance charge, plus the required mileage rate for those miles certified by the applicant as being official and any parking fees related to official use. The applicant will pay the rental mileage costs for any miles driven for personal reasons.

5. The Chief, Staff Personnel Division is authorized to approve or disapprove payment of claims for types of expenditures which are not covered above.


F. W. M. Jarney
Director of Personnel

OPM 14-76

ADMINISTRATIVE - INTERNAL USE ONLY